

## **Air Armament Academy Registration for Technical and Engineering Acquisition Support and Technical and Acquisition Management Support Personnel**

Technical and Engineering Acquisition Support (TEAS) and Technical and Acquisition Management Support (TAMS) employees are authorized to attend Air Armament Academy courses subject to the following:

- If the company is to be reimbursed under the task order/contract for the employee's labor, attendance to the course requires concurrence by the Functional Area Evaluator (FAE) or the Functional Area Evaluator Advisor (FAEA) or appropriate Government representative prior to attending the course. Use the attached template (Contractor Request Form) to document concurrence.
- Prior to the Government FAE/FAEA concurring on the training request, the Government FAE/FAEA and contractor shall ensure adequate funds are on the task order to cover the employee's time. When in doubt, please notify the TEAS/TAMS Contracting Officer 882-2897 for a decision.
- The contractor shall maintain a copy of the training records for employees attending the Academy courses as part of its training files. The contractor shall ensure a copy of the Government's coordination is made a part of the files. The TEAS/TAMS Contracting Officer and Program Manager will review the TEAS/TAMS contractor training files for compliance with the above direction when they perform contract surveillance.

Contact your training manager or the Air Armament Academy office at 882-1366 for further information.